



Human Resources Newsletter

June 2002 News

What's New, What's Hot

- HQ employees enjoyed a successful "Employee Recognition Day" on May 8th; to view pictures of the event, please [click here](#).
- Our Employee Recognition Program has been recently revised; recipients for Employee and Manager of the Quarter now receive a \$500 cash award (doubled), while employees honored for Best Team Effort of the Quarter share a \$1000 cash award (doubled) with their team members. The Department has also doubled its awards for Employee of the Year (\$1000), Manager of the Year (\$1000), and Best Team Effort of the Year (\$2000). Additionally, those employees who serve as Emergency Response Team Members and those who are Designated Safety Coordinators are eligible to receive an annual, year-end bonus of \$200.
- Military Leave - Effective 5/15/02, Governor Foster approved changes to CS Rule 11.26 governing military leave. Employees are entitled to 15 calendar days of military leave with pay for military purposes per calendar year. Also, retroactive to 9/11/01, employees called to active duty & on LWOP by choice or because all annual &/or compensatory leave has been exhausted shall be paid the difference between military base pay & state base pay in regular position when military base pay is less than state base pay. [Doesn't apply to "inactive duty for training" (weekend drills)]. Revised PPM 15 forthcoming.
- Reemployed retirees - In accordance with Act 165 of 2002, effective 5/9/02, reemployed retirees must select within 30-day window of opportunity one of the available, irrevocable options when reemployed. For details either contact District/HR Office, refer to PPM 27, or to on-line Employee Handbook at <http://www.lasars.state.la.us/publicat.htm>.

Special Events

- June 4th - Civil Service Commission Meeting.
- June 5th - New Hire Orientation for Baton Rouge Headquarters
- June 5th - Civil Service Commission hearing
- June 10th - Deadline for submitting nominations for Employee of the Quarter, Manager of the Quarter and Best Team Effort of the Quarter.
- June 13th - Employment Law class (Pre-registration required through LTRC)
- June 18th- 19th- HR Training, District 07 (Hot Topics & Writing PPR Expectations)
- June 19th - SCHR Meeting



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(Continued)

HR Unit Updates

Compensation Unit

• **ET Job Study:** The HR Compensation Unit plans to complete the SF-3 review/allocation process for the 500+ ET 5, ET 7 and ET DCL walkovers by mid-June. (Important note concerning DCL positions: Before allocations are finalized, the Department of Civil Service must first approve all proposed supplemental qualification requirements for each DCL position and has requested to review a limited number of specific ET DCL position descriptions.)

Employee Relations Unit

• For those employees taking advantage of DOTD's Educational Leave/Tuition Reimbursement Program, it's time to submit your application. Please note that the policy has recently changed to include reimbursement of the actual cost of the course (must be attending a Louisiana state university). Please attach a copy of your course description to the application.